

## **MADERA COUNTY**

### **ADMINISTRATIVE SERVICES DIRECTOR**

#### **DEFINITION**

Under direction, to be responsible for the planning, development, management, and implementation of the Resource Management Agency's program budget; to perform a variety of duties and responsibilities related to personnel management and development; to be responsible for a variety of complex special projects; and to perform related duties as assigned.

#### **DISTINGUISHING CHARACTERISTICS**

Administrative Services Director is a single classification that reports to the Resource Management Agency Director and the Deputy Director. The classification is distinguished from other management positions by the responsibility for managing special projects, personnel matters and budgets for all divisions within the Resource Management Agency.

#### **EXAMPLES OF DUTIES AND ESSENTIAL FUNCTIONS**

Plans, develops, and manages the Resource Management Agency's program personnel and budget matters and specific special projects; coordinates the activities of personnel involved in the development and implementation of special projects; confers with the Resource Management Agency Director, Deputy Director and Agency department heads to determine basic agency policies and operating procedures and coordinates implementation; assesses departmental priorities and objectives and makes action recommendations to the Agency Director; assists with the development of the operating budget for the Agency; provides direct oversight of agency budget and personnel; performs departmental and program specific analysis; conducts complex studies and prepares reports; meets with community groups and members of the public; represents the Agency on committees and task forces as assigned; represents the Agency at public meetings and makes public presentations; analyzes state law and regulations to ensure Agency program compliance; prepares and negotiates contracts and amendments.

#### **OTHER JOB RELATED DUTIES**

Performs related duties and responsibilities as assigned.

#### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

##### **Knowledge of:**

Public sector budget and personnel matters.

Relationships between local, state, and federal governments, public interest groups and private enterprise as they affect and interact with the County.

Principles of public administration, organization, and management.

##### **Knowledge of:**

Methods of performing complex organizational, personnel, and procedural analyses.

Methods and procedures of public finance and budgeting.

Detailed organizational and functional structure of County government.

Principles of long-range financial planning and financing methods and practices of local governments.

**Knowledge of:**

Local, state and federal laws, regulations and procedures affecting personnel and budget functions of the County.

Computer applications.

Organizational and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures.

Principles and practices of supervision, training, and performance evaluation.

Principles and practices of budget development, preparation, and expenditure control.

Principles and practices of grant proposal preparation and grant administration.

Principles of contract and project management.

**Skill to:**

Operate modern office equipment, including computer equipment.

**Ability to:**

Independently research, analyze and make effective recommendations on personnel, management, budgetary and fiscal practices, procedures and problems.

Research, compile and analyze statistical and other complex data.

Write complex reports in a logical, comprehensive, concise manner.

Prioritize workload efficiently and meet deadlines under changing conditions.

Exercise initiative.

Facilitate, coordinate and negotiate between staff members of different County and non-County departments and offices.

Acquire subject matter expertise in program specific special projects.

Initiate and develop efficient, cost-effective policies.

Prepare reports and present ideas orally and in writing.

Establish and maintain effective special projects teams.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Conduct research on a wide variety of administrative topics including grant funding, service contract feasibility, budget and staffing proposals, and operational alternatives.

Evaluate and develop improvements in operations, procedures, policies, or methods.

Interpret and apply administrative and departmental policies and procedures.

**Ability to:**

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

Experience:

Three years of increasingly responsible administrative and analytical experience involving researching, analyzing, and recommending policies, procedures and actions on a variety of administrative issues.

Education:

Equivalent to a Bachelor's degree from an accredited college or university in public administration, business administration, or a related field.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid California Driver's License.

**Special Requirements:**

*Essential duties require the following skills and work environment:*

Ability to work in a standard office environment.

Effective Date: April, 2003